

## **HANCOCK PARK DISTRICT**

### **Rental Agreement for the Activity Barn at Litzenberg Memorial Woods**

1. **RESERVATIONS:** Reservations are taken up to one year in advance. Reservations are not made or confirmed until the rental fee and Rental Agreement are accepted.
2. **RENTAL FEE:** The Activity Barn at Litzenberg Memorial Woods can be rented for \$400.00 Friday, Saturday, Sunday and holidays. Monday through Thursday the rate is \$200.00. It offers a rustic setting with attached kitchen and restrooms.
3. **HOURS:** The rental period is from 6:00 a.m. to 12:00 midnight. Arrangements for earlier arrival need to be confirmed through the Hancock Park District office. Renters wanting to reserve the Activity Barn on the day prior to their confirmed reservations for the purpose of decorating or related uses may do so for a fee of \$200.00 (Friday-Sunday and holidays) at noon or at 6pm (Friday-Sunday and holidays) for \$100.00. Early entry for weekdays (Monday-Thursday) at noon is \$100.00 or 6pm for \$50.00 and not more than 7 days prior to their requested reservation date if the facility hasn't been rented the day before. Reservations can be made up to 7 days prior to the reservation date. Reservations made beyond 7 days are subject to the standard rental fee.
4. **DEPOSIT:** A \$250 deposit by cash or check (no credit card) is due when picking up the key. The deposit will be returned if the facility is clean and undamaged, if the renter and guests complied with the rental agreement, and when the key is brought back.
5. **KEY:** The key can be picked up a few days prior to the reservation date at the Hancock Park District office during normal business hours. Renters are only permitted to enter the facility at the time noted on the Activity Reservation Form. The key can be returned within one week after the reservation. The main entrance and exit is located through the breezeway near the restrooms. Do not leave the Activity Barn unattended when unlocked.
6. **PARKING:** A small parking area is available in front of the Activity Barn. It may be used for the purpose of unloading and loading supplies. The main parking area is located at the end of the entrance drive. It is unlawful to park a vehicle anywhere other than in clearly marked and designated parking spaces.
7. **OCCUPANCY:** Local fire code allows for a maximum of 99 persons.
8. **TABLES AND CHAIRS:** The Activity Barn has thirteen 8' rectangle tables and 99 folding chairs for inside use only. Removing tables and/or chairs from the Activity Barn is not permitted. The renter is responsible for setting up tables and chairs. Leave them on the floor after the event. Do not put them away.
9. **DECORATIONS:** Chair and table decorations using clear tape, table centerpieces, and flame enclosing globe candles are permitted. Decorations may not be affixed to the walls, building, or fixtures. Decorative lights are permitted as long as the manner in which they are hung does not leave permanent marks of any kind. Fog machines, sidewalk chalk, glitter, bird seed, rice, confetti, nails, and staples are not permitted.
10. **HEATERS:** Portable heaters are not permitted in the Activity Barn. They can burn the wood floor and are considered a potential fire hazard. The unauthorized use of a portable heater is a minor misdemeanor and subject to a \$150-\$300 fine per Ohio Revised Code 1545.09 and 1545.99.

11. **KITCHEN:** The kitchen is for warming purposes only. It is equipped with a refrigerator/freezer combination, one microwave, and sink. Please remember that if warm drinks are put in the refrigerator, it may take a long time for drinks to get cold. The Hancock Park District does not provide catering.
12. **ALCOHOLIC BEVERAGES:** Alcohol is not permitted in the Activity Barn. All other park regulations apply.
13. **SMOKING:** The Activity Barn is a non-smoking facility. Smoking is not permitted inside.
14. **CLEAN-UP:** Clean-up is the renter's responsibility. This includes kitchen, tables, chairs, and floor. Spills and accidents resulting in vomit, urine, feces, etc. is the renter's responsibility to clean-up. The renter is responsible for picking up litter and for sweeping and mopping floors where residue appears. Bring dish towels, rags, paper towels, and cleaning agents. They are not provided. Mops, brooms, and dust pans are located in the closet. Trash bags are provided and must be tied and placed in the trash receptacles located outside the kitchen door.
15. **REFUND POLICY:** A cancellation notice must be made in writing by the person who signed the rental agreement. A cancellation notice received more than six months prior to the event date is subject to a full refund or it can be rescheduled one time within a year from the date that the original reservation was made, not the event date. A cancellation notice received less than six months prior to the event date is subject to a full refund, but only when the date has been reserved by another paying customer for the full rental fee with no opportunity to reschedule. All refunds are subject to a \$30 processing fee. If paid by credit card the credit card fees are nonrefundable as those charges are kept by the credit card processor, not the Hancock Park District.

**Please sign after reading the Refund Policy:** \_\_\_\_\_  
**Renter's Signature**

16. **CONTACT INFORMATION:** If there is a problem with the facility, contact the Hancock Park District office during normal business hours at 419-425-7275 or the Park Maintenance Technician at 419-721-4641 weekends 8:00am to 4:30pm. Evenings, nighttime, or holidays call the Hancock County Sheriff's Office at 419-422-2424 to request assistance when trying to reach maintenance personnel.

**ACKNOWLEDGEMENT:** Renter agrees to occupy and use the Activity Barn in a responsible manner and comply with all applicable local, state, and federal laws. Renter agrees to waive all claims or causes of action arising from the use of the Activity Barn and agrees to release the Hancock Park District and its agents, employees, and volunteers and their heirs, executors, and assigns from liability.

Name of Responsible Person (print)	Signature of Responsible Person	Date

Type or Name of Event	Reservation Date	Telephone Number

Effective: 8/14/2018